



Minor Development Checklist

VILLAGE OF INDIANTOWN
PLANNING AND ZONING DEPARTMENT
15516 SW OSCEOLA STREET, INDIANTOWN, FL. 34956
Telephone: (772) 597-8269

Please use the itemized checklist below to prepare your submittal package for Minor Site Plan Development review and check each item as it is completed. If an item is “not applicable”, please enter “N/A”.

REQUIRED ITEM	Applicant	VOI
1. Fees: Proof of payment (full fee).		
2. Application has been fully completed and notarized.		
3. The location and size of the site, including its legal description and a survey, signed and sealed by a certified surveyor and mapper, completed not longer than 6 months in advance of the date of the application.		
4. The recorded ownership interests including liens and encumbrances and the nature of the developer's interest if the developer is not the owner:		
a) A fee simple title		
b) An option to acquire fee simple title within a specific period of time.		
c) A leasehold interest in excess of 20 years		
d) A marketable title subject to certain conditions which will not substantially restrict development within a reasonable time		
5. Mailing list of all properties within 300 feet.		
a) Mailing list		
b) Letter certifying the accuracy and completeness of the mailing list, prepared by a professional (see the notice requirement handout).		
6. For projects proposing residential units, provide School Concurrency availability (school impact fee worksheet).		
7. Information pertaining to previous building and land development experience of the applicant.		
8. The substance of covenants, grants of easements, or other restrictions proposed to be imposed upon the use of the land, buildings and structures including proposed easements or grants for public utilities.		
9. Evidence of applicant's ability to acquire sufficient development funds, (either a letter of commitment from a recognized financial institution, or a certified personal or corporate financial statement).		
10. Proof by the applicant that this proposed development is in strict compliance with all the standards and requirements of the Land Development Regulations.		
11. Copy of Lobbyist/Developers Representative Registration Form that has been filed with the Village Clerk's office, if applicable.		
12. Plans, exhibits and data are prepared by qualified professionals from AT LEAST three of the following: (check as applicable)		

<p>a) a professional urban planner (A.I.C.P. member);</p> <p>b) a registered engineer or land surveyor</p> <p>c) a licensed architect;</p> <p>d) a registered landscape architect and/or other qualified professionals as required to address specific issues relating to demographic, financing, economics and the like.</p>		
<p>13. Plans must detail the proposal, including to, but not limited to site plan, floor plan, parking plan, landscaping, engineering, signage and other detail that may be applicable to the project. In addition, the village reserves the right to require information to determine compliance to all applicable codes as part of the development review process.</p>		
<p>14. INITIAL plan requirements for Development Review Colleagues (DRC) submittal must include a Letter of intent that summarizes the proposal, ONE electronic PDF copy of complete submittal package**, and four (4) collated sets:</p> <p>A. ONE Sign & Sealed set of required plans which shall:</p> <p>a) Be submitted on sheet(s) 24" x 36";</p> <p>b) and one (1) set of 15 x21 or 18 x 24;</p> <p>c) Reserve a blank space, three (3) inches wide and five (5) inches high for the use of the reviewing authority.</p> <p>d) Show the project name, name and address of the owner, designer and developer, north arrow, date, and scale of drawing (numerical and graphic); and</p> <p>B. THREE copies of required plans which shall:</p> <p>Be submitted on sheet(s) 24" x 36", unless the director determines that another sheet size would be more appropriate;</p> <p>C. One Digital Copy of the full submittal package.</p> <p><i>**Re-submittals, include DRC Comments and Responses.</i></p>		
<p>15. Existing site characteristics map, which includes:</p> <p>A. Existing site physiography, including soils, topography, watercourses and identification of the 100 –year flood plain;</p> <p>B. Existing tree survey, including their location, type, height, trunk diameter at 4 feet above existing ground level and a written statement from a qualified botanist, landscape architect, forester or ecologist explaining their value, their tolerance to the proposed development and what measures are to be taken to minimize any negative impacts of the development as it is related to vegetation;</p>		

<p>C. Existing structures, including their location, current usage, size and condition;</p> <p>D. Existing zoning of the site and all property within twenty-five (25) feet, which is either adjacent to the site or separate from the site by a public right-of-way;</p> <p>E. Existing water and wastewater utility lines at the point of site intersection including their condition, size, current peak hour utilization, capacity and peak hour pressure;</p> <p>F. Existing streets, including their condition, right-of way width, current usage and design capacity.</p> <p>G. The relationship of the site to existing development in the area including streets, utilities, residential and commercial development, and physical features of the land including pertinent ecological structures within 100 feet.</p>		
<p>16. Proposed site development plan, which includes:</p> <p>A. Proposed finished grading by spot elevations and in particular at locations along lot lines;</p> <p>B. Provisions for the adequate control of erosion and sedimentation, indications the proposed temporary and permanent control practices and measures that will be implemented during all phases of clearing, grading and construction;</p> <p>C. Provisions for the adequate drainage and disposition of natural and storm water in accordance with the adopted design standards of the city, indicating the location, size, type and grade of ditches, catch basins and pipes and connections to existing drainage system and on-site storm water retention;</p> <p>D. Proposed utility services, including, but not limited to: a) Water and wastewater lines and pipe sizes; b) Telephone , electric and gas lines c) Solid waste receptacle locations and pressure capabilities and d) Fire hydrant locations and pressure capabilities;</p> <p>E. Proposed structures, including their location, use, height, Architectural elevations for buildings in the development; exact number of dwelling units,</p>		

<p>sizes and types and total number of bedrooms, if residential. For nonresidential development, the Floor Area Ratio and Gross Square Footage shall be required.</p>		
<p>F. Proposed vehicular use areas, including off-street parking and loading spaces, driveways, on-site curb cuts, related off site median cuts, and acceleration and deceleration lanes, including their location, size, width and type of surface and access routes for emergency vehicles. The total amount and percentage of site area to be utilized for vehicular use areas shall be indicated;</p>		
<p>G. Proposed fences, walls, screen plating and hedges, including their location, type, size and height;</p>		
<p>H. Proposed pedestrian ways and sidewalks, including their location, width and type of surfacing;</p>		
<p>I. Proposed open space and recreational areas, including the location, height, type and size of all trees, plants and other landscape materials- showing provisions for irrigation and maintenance. The total amount and percentage of site area to be utilized for both pervious and impervious open space and recreation areas shall also be indicated;</p>		
<p>J. Proposed signage, where applicable, including their location, dimensions height and type; and</p>		
<p>K. Proposed handicapped design features, including ramps, parking spaces, fountains and restrooms.</p>		
<p>L. Color renderings and elevations.</p>		
<p>M. Photometrics.</p>		
<p>17. Other Requirements-A letter of Intent that provides the following information:</p>		
<p>A. A description of the number of anticipated future residents, users, and employees of the proposed development;</p>		
<p>B. A description of the architectural harmony and compatibility of proposed buildings and other structures, and the relationship of said structures to each other, adjacent development and the overall community, including such items as height bulk, construction materials, and façade treatment. A description of maximum shadows to be cast by proposed structures shall also be included.</p>		
<p>C. A description of anticipated energy demands of the proposed development and what measures are to be taken to reduce energy consumption, both through project design and permanent operational techniques;</p>		

<p>D. A description of public mass transportation routes and schedules as related to the proposed development; and</p> <p>E. A description of how the proposed development is in conformity with the Indiantown Comprehensive Plan.</p>		
18. Evidence of coordination with other agencies, which may have jurisdiction over the proposed Development.		
19. Waiver requests of submission requirements, which are not applicable to the development are Provided addressed to the Director.		
20. Impact Evaluation Statement and demonstration that the proposed development does not degrade adopted levels of service in the Village.		
21. The requirements as set forth in the LDR, including the necessary documentation for providing required improvements such as streets, water supply, storm drainage, parking, landscaping and sewage collection as well as the provisions for all other appropriate public and private services such as police or security protection, fire protection and refuse collection.		
22. Traffic Statement/Study, as deemed necessary by the director, stating current average daily and peak hour traffic volume counts, a description of existing traffic conditions, programmed and planned roadway improvements and future traffic conditions. All roadway improvements and associated costs shall be provided.		
23. In the case of plans which call for development over a period of years, a phasing schedule showing the approximate times within which applications for building permits are intended to be filed.		
24. Flood criteria data and finished floor elevations.		
25. Additional data, maps, plans, surveys or statements as may be required for the particular use or activity involved.		